Southern Illinois University Carbondale
Program Director, Conference and Scheduling Services
(Conference Coordinator)

Conference and Scheduling Services, Southern Illinois University Carbondale is currently accepting applications for the position of Program Director (working title of Conference Coordinator).

Conference and Scheduling Services (CSS) is a unit within Student Affairs, reporting through the Student Center and is the primary point of contact for camps, conferences, events and association management as well as scheduling of space within the Student Center. The department works with and across all components of the University in extending the resources of SIU Carbondale beyond the traditional campus. Support services are provided to colleges, departments, and faculty in facilitating space reservations as well as coordinating seminars, workshops and education programs to the region, state and globally.

Position: This is position is responsible for the planning, development, and organization of conferences, events and camps for departments, student organizations and off-campus customers on and off-site from Southern Illinois University Carbondale’s campus. This position will also process requests for use of space (including solicitation) within the Student Center including meeting with student organizations, departments and off-campus groups to discuss the availability of space, physical arrangements, technical/equipment requirements, catering/dining needs and cost estimates for services. Other responsibilities include developing advertising plans, monitoring budgets, and successfully executing and implementing programs. Effective communication skills, written skills, budgeting experience and ability to manage and carry out programs in an effective businesslike manner are essential.

Qualifications: Minimum of Bachelor’s Degree and 2 years of related work experience in areas of responsibilities as described above. Background in working with University faculty, staff, administrators and representatives from professional, business, and community organizations in developing, planning, organizing, and implementing conferences, camps and events. Proficiency in written and verbal communication and public relations. Must have effective organization skills and be knowledgeable in and capable of following good business principles and accounting practices and procedures. Experienced in developing budgets and working within budgetary guidelines. Knowledge and experience in working with computers, phones and software.


SIU Carbondale is an affirmative action/equal opportunity employer of individuals with disabilities and protected veterans that strives to enhance its ability to develop a diverse faculty and staff and to increase its potential to serve a diverse student population. All applications are welcomed and encouraged and will receive consideration.